

### **HSS Domain Enterprise Business Analyst Senior**

**Summary:** The Strategic Technology Solutions division within the Department of Finance & Administration is implementing a new IT delivery model for its customer agencies in a phased approach. The Enterprise IT Transformation initiative involves building a highly qualified and experienced organization to support our agencies in four business domains through a shared resource delivery model. Several critical resources are being recruited to build this delivery model to improve our IT customer service, improve strategic planning with a focus on enterprise solutions and provide improved solution delivery success rates.

The Health and Social Services (HSS) Domain Enterprise Business Analyst Senior provides guidance throughout the HSS Domain for IT investments over \$5 million or which are deemed high visibility and/or high risk to the State's environment. This position will work in a matrix reporting environment and be required to manage multiple work streams, possibly supporting several agency initiatives simultaneously. The Enterprise Business Analyst Senior will mentor, lead, supervise and manage subordinates in the evaluation of current business processes with an Enterprise or Domain impacts, and using business process modeling tools, make suggestions to agency/domain senior management on how to streamline business processes and develop strong business requirements for use in competitive procurements for business solutions. The Enterprise Business Analyst Senior reports to the HSS Director of Project Delivery and will work closely with them to evaluate BA projects, assign staff appropriately, evaluate project risks, provide guidance and help coordinate overall BA efforts of the Enterprise team.

#### **Job Responsibilities:**

- Provide Business Process Improvement methodology and templates to document “As Is” and “To Be” process flows.
- Help facilitate business involvement and ownership of developing the new/future business process requirements; documentation and or review of requirements / user stories / use cases.
- Work with technical staff to develop solution requirements.
- Create written meeting documentation for verification by subject matter experts and business process owners.
- Utilizing future business process flows, help facilitate development of business solutions to address business objectives with Agency sponsors and executive team. Provide methodology for developing strong and descriptive requirements. Develop detailed requirements that may be included in a request for proposals (RFP) or request for qualifications (RFQ).
- Work with vendor staff to transfer business processes and technical requirements into a structured design format so that developers can produce business applications; review vendor’s work products.
- Using requirements, help develop / review test scenarios for application testers to then be expanded by business testers; facilitate / coordinate User Acceptance Testing.

**Requirements:**

- Excellent communication and presentation skills, both verbal and written, for interactions with staff, executive management, and vendors.
- A B.S. in IT or related field.
- At least 10 years' experience in the systems development life cycle and business process analysis and design.
- At least 5 years' experience in business process and solution requirements modeling tools.

**Preferred Experience:**

- MBA or Master's Degree
- Experience working in the governmental sector (local, state, or federal)
- Experience working in the health care sector (public or private)
- Experience working with Agile software development methods
- Certification in the one of the following: Certified Business Analyst Professional (CBAP), Professional Business Analyst (PMI-PBA), Project Management Professional (PMP), Lean Six Sigma, Business Process Management (BPM).

Please submit your resume to [EIT.resumes@tn.gov](mailto:EIT.resumes@tn.gov)

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